

TELECOMMUNICATIONS OUTAGE
FIRE/EMERGENCY

Effective date: 06/92
Revision date : 08/12
Review date :

Policy:

To respond quickly and effectively to assist in addressing the communication needs of the University Hospital during a telephone outage.

Prevailing Codes and Standards:

LSUHSC Hospital Telecommunications Outage Plan and TJC EC 02.05.01 (9)

Procedure:

I. When a telephone outage has occurred, the Hospital Administrator or Nursing Supervisor will determine if the outage warrants the distribution of hand held radios.

II. During Normal Working Hours:

- A. The Hospital Administrator will contact the Physical Plant Maintenance Control Office (5-6319) to report that a telephone outage has occurred.
- B. Maintenance Control will contact all radio carriers from the base station and request that they report to the Maintenance Control Office immediately.
- C. A representative from Hospital Administration, with assistance from Physical Plant Administration will determine the number of available radios for distribution, and will pick up the radios from Maintenance Control (2nd floor of Physical Plant Building). **NOTE:** If the telecommunications outage is part of a major disaster that has interrupted other utilities, it will limit the number of radios that can be loaned to Hospital Administration.

III. After Normal Working Hours

The Hospital Administrator will contact the Physical Plant Night Maintenance Man (5-6316) or the Hospital Operator and the On-Call Supervisor to report that a telephone outage has occurred. The Night Maintenance Man will assist the Hospital Administrator until telecommunications are restored.